

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-37

OPEN TO:	All Interested Candidates	OPENING DATE:	March 14, 2012
POSITION:	Ref & A/C Mechanic , FSN-4; FP-AA*	CLOSING DATE:	March 27, 2012
POSITION NO:	I-52617, I-52833 & I-52836 (Three Positions)		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US \$24,518 p.a. (Starting salary) (Position Grade: FP-AA to be confirmed by Washington) *Ordinarily Resident: Rs.439, 478 p.a. (Starting salary) (Position Grade: FSN-4)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking individuals for the positions of Ref. & A/C Mechanic in the Facilities Management Office.

BASIC FUNCTION OF POSITION:

Incumbent performs the duties of installation, maintenance and repair of central air-conditioning equipment. Performs preventive maintenance on various air-conditioning and refrigeration, plumbing and power systems. Performs handyman tasks as required. May required to drive light trucks to transport tools and materials to and from the job sites. Performs other duties as assigned by the supervisors.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of ten years of education and six months vocational training in Ref. & A/C trade is required.
- 2. EXPERIENCE:** Three years of full journeyman mechanic experience as Ref. & A/C mechanic with shift responsibility is required.
- 3. LANGUAGE:** Level II (limited knowledge) Reading/Writing/Speaking of English and level III (good working knowledge) of Urdu is required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have good working knowledge of all basic central A/C and refrigeration plants.
- 5. ABILITIES & SKILLS:** Must be able to diagnose trouble in central air conditioning systems of all types and ability to repair. Must be able to use all tools of the trade including ladder/scaffold work. A valid Pakistani LTV or Motor Car/Jeep driving license is required.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff).

Application should be forwarded on the following mailing address and should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop.

Applications can also be submitted by email at PakJobs@state.gov. While submitting through email, the Vacancy Announcement Number (e.g. 12-05) must be mentioned in the subject line.

SUBMIT COMPLETED DS-174 TO:

Human Resources Office, U.S. Embassy Islamabad

P.O. Box 1048, GPO, Islamabad.

Please send all the documents regarding academic, professional and job related experience certificates/letters with your application. Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: March 27, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.